



SCHOOL EMPLOYEES RETIREMENT SYSTEM OF OHIO

300 E. BROAD ST., SUITE 100 • COLUMBUS, OHIO 43215-3746

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REQUEST FOR EXEMPTION FROM MEMBERSHIP

The following employees may request exemption from SERS membership:

- A student who is not a SERS member at the time of employment and who is employed by the school, college, or university in which the student is enrolled and regularly attending classes, or
- An emergency employee serving on a temporary basis in case of fire, snow, earthquake, flood, or other similar emergency. A substitute employee is not an emergency employee.

An exemption is in effect for as long as the employee is continuously employed in the same position and continues to meet the requirements of the exemption. If a person no longer meets the requirements for the exemption, the employer must enroll the employee through eSERS using the Member Enrollment application and the Member Enrollment File Upload, and contributions to SERS should begin.

This request must be completed and filed with the employer within the first month of employment to be valid.

PART A: EMPLOYEE INFORMATION

I have reviewed this form and choose an exemption from SERS membership because I am:

Check one:

- A student who is not a SERS member at the time of employment and who is employed by the school, college, or university in which I am enrolled and regularly attending classes; or
- An emergency employee serving on a temporary basis in case of fire, snow, earthquake, flood, or other similar emergency which is: _____

I also understand that if my employment does not continue to meet the requirements above I must become a member of SERS.

Name: _____

Date of Employment: _____

Signature: _____ Date: _____

PART B: EMPLOYER CERTIFICATION

 School District County Employer Code

 Authorized Officer's Signature Date

AS THE EMPLOYER, YOU MUST RETAIN THIS AS A PERMANENT RECORD. This is the only copy of this form. If you cannot provide a copy of this form to SERS at its request, you may be liable for employee and employer contributions, interest and penalties for any compulsory non-contributing service credit.